



CALIFORNIA
HISTORICAL
SOCIETY since 1871

Senior Administrative Assistant Job Posting 1-10-22

The Position

The California Historical Society (CHS) is seeking dynamic candidates for the position of Senior Administrative Assistant. The Senior Administrative Assistant performs a variety of office, administrative, and clerical support functions for the CEO of the California Historical Society. The position serves as support staff to the Board of Trustees and various board committees and attends the meetings of and provides support to CHS's internal Senior Leadership Team. Senior Administrative Assistant duties are often of a sensitive and confidential nature. The Senior Administrative Assistant must be approachable as well as a team player and must enjoy working within a small, entrepreneurial environment that is mission- and results-driven. The position requires an individual that can exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills. The appointee needs the ability to work independently on some projects and as a member or leader of a team on other projects. The Senior Administrative Assistant must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

About Us

At the California Historical Society (CHS) we are on a mission to inspire and empower people to make the state's richly diverse past a meaningful part of their contemporary lives. We collect, share, and honor the extraordinarily diverse stories from throughout our state so that Californians may utilize history's lessons to create a brighter tomorrow for everyone.

Founded in 1871, CHS fulfills its mission today by hosting online and in-person programs; mounting changing exhibitions at our headquarters in San Francisco; delivering content via blogs, e-newsletters, online exhibitions, social media, and the CHS Digital Library; providing K-12 teachers with classroom-ready resources; operating a research library; and maintaining a premier collection of original materials documenting the history of California. A new statewide field services program is under development to directly serve local and cultural history organizations throughout the state including those in traditionally underrepresented communities.

Learn more at www.californiahistoricalsociety.org.

Responsibilities:

Communication

- Manage CEO's incoming communication, referring issues to specific staff members and discussing non-routine correspondence with CEO as appropriate.

- Prepare and write external and internal correspondence for CEO's signature including letters, memos, and emails. Maintain list of contacts.
- Greet CEO's visitors and facilitate their visit to CHS.
- Monitor and handle or redirect all inquiries to the info@calhist.org email address.

Calendar Management and Meeting Logistics

- Organize and manage CEO's calendar. Coordinate scheduling with internal and external parties.
- Arrange CEO's travel plans, travel documents, and itineraries and complete travel expenses reports.
- Plan logistics and prepare materials for CEO's internal and external meetings. Attend Leadership Team meetings, take notes, and facilitate communication with rest of staff regarding issues discussed at these meetings as directed.
- Prepare electronic presentations and hard-copy materials to accompany presentations.

Board of Trustees

- Assist CEO with planning quarterly Board of Trustees (BOT), monthly Executive Committee (EC), and quarterly Board committee meetings. Arrange logistics including parking, food, meeting space, equipment, materials, and video conferencing arrangements.
- Coordinate the development and delivery of materials to be sent to Trustees in a timely fashion before meetings. Note that all meetings are currently held via video conferencing technology though quarterly board meetings will return to in-person arrangements at some point.
- Attend BOT and EC meetings, facilitate logistics to ensure the meetings run smoothly, and take minutes.
- Develop and manage Trustee contacts lists. Manage Trustee subscriptions and renewals to *California History*.

Administrative Assistance

- Create and manage electronic file system for CEO's documents. Ensure that documents are backed up and protected. Create and manage paper file system for often used documents. Collaborate with Operations Department on the maintenance of legal records.
- Purchase supplies and services as directed by CEO via purchase order or credit card. Reconcile receipts with purchases. Monitor, maintain, and purchase routine office supplies kept in bullpen supply cabinets for use by CHS staff.
- Research topics and issues to assist CEO with program development and management. Consult external and internal CHS records. Assist CEO with the preparation of reports for internal and external audiences as assigned.
- Other duties as assigned.

Skills, Experience, and Education

- High School graduation or GED required
- At least five years of administrative support experience required or any equivalent combination of relevant education and experience
- Excellent written and verbal skills including proficiency in English
- Excellent interpersonal communications including listening skills; ability to work within a collaborative team environment and with a wide variety of people in a cordial and professional manner including board members, donors, staff, customers, and the public
- Ability to maintain a positive attitude despite small and large challenges and to collaborate with CEO in setting a friendly and open atmosphere in executive office

- Ability to work closely one-on-one with another person (CEO) and to learn to anticipate the CEO's needs
- Ability to work successfully in an environment that values inclusion and diversity in its many forms
- Knowledge of standard administrative and clerical procedures, systems, and equipment
- Knowledge of standards involved in taking and preparing minutes at board meetings and committee meetings
- Self-starter; ability to work independently
- Ability to collect, synthesize, and present information in an accurate, timely, and comprehensive manner.
- Highly organized; can prioritize and juggle multiple priorities; strong attention to detail
- Expert ability to use MS Word, Excel, PowerPoint, and Outlook; video conferencing technology; and database applications
- Ability to quickly deliver high quality work under time pressure in a dynamic organization that requires flexibility
- Creative and ability to resolve challenges
- Good judgement and ability to handle information of a sensitive nature with discretion and to keep information confidential; ability to work with matters of high impact and serious consequences to the organization
- Interest in and curiosity regarding the extraordinarily diverse history of California

Things you should know:

The California Historical Society is committed to the principles of Equal Opportunity Employment and encourages applicants of different backgrounds, cultures, genders, experiences, and abilities to apply. As stewards of California history, we recognize the need for and value of diverse perspectives in both historical interpretation as well as day-to-day collaborative teamwork. Applicants should be passionate about the roles that cultural and historical organizations play in contemporary lives across the state and be willing to roll up their sleeves to put those ideals into action with grace, humility, humor and perseverance.

This is a part-time non-exempt position scheduled for approximately 20 hours per week. Though not eligible for enrollment onto CHS's health insurance plans, other benefits include a generous holiday and time off policy, the opportunity to contribute to a commuter benefit plan and 403(b) retirement plan, as well as working with a team full of interesting and warm people. Position is based in San Francisco, and may involve some overnight travel, evenings and weekend work.

Compensation: \$24.00 - \$27.88 per hour, depending on experience

The California Historical Society requires that all employees be fully vaccinated against COVID-19 subject to reasonable accommodation. Candidates will be subject to provide proof of vaccination status upon hire.

Interested candidates should submit a cover letter and resume or C.V. to recruiting@calhist.org. Please include your name and the position for which you are applying in the subject line. Resume review will begin immediately. To ensure consideration of your application, please apply by Tuesday, January 18, 2022. However, applications may be considered after this deadline until the position is filled.